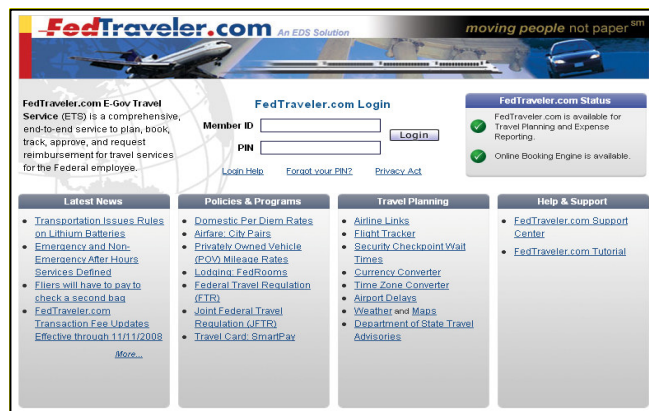




FedTraveler.com

TRAVELER QUICK REFERENCE GUIDE

(ARC v4.1 04/09/09)



CONTENTS:

❖ CONTACTS AND SUPPORT	1
❖ LOGIN TO FEDTRAVELER.COM	1
❖ TRAVELER PROFILE SETUP	1
❖ UPDATE TRAVELER PREFERENCES	2
❖ SIGN AN EXPENSE REPORT	3
❖ FEDTRAVELER.COM PROCESS	4

❖ CONTACTS AND SUPPORT

- ARC Travel Website:
cfo.arc.nasa.gov/travel.html
- ARC Travel Office to submit Travel Request Worksheets by e-mail: **ARC-CTO@mail.nasa.gov**
- General FedTraveler.com Questions: **4-2000** or **arc-help@mail.nasa.gov**
- Contact during domestic travel or for emergency travel (less than 24 hours): **1-888-353-5873**

❖ LOGIN TO FEDTRAVELER.COM

- Please plan a new PIN before logging in.
 - At least 8, fewer than 17 characters
 - First and last characters must be letters
 - Must contain combination of letters, numbers, and special characters (! @ # \$ % ^ & *)
- Launch an approved web browser (Firefox 3.0+, Microsoft IE 6+) and go to <https://www.fedtraveler.com>.
- The FedTraveler.com login page will display (graphic next column).

- Enter your Member ID (be sure to note that this is “yourMemberID@nasa” without .gov) and initial PIN to log in.
- **Important note:** The Unique Traveler Number is pre-populated with your UUPIC (NASA-generated Universal Uniform Personal Identification Code)!
- Click **Yes** when a pop-up states that “the webpage you are viewing is trying to close the window.”
- Upon initial login, a temporary PIN will be sent to your NASA e-mail address.
- Log in to your NASA e-mail to obtain a temporary PIN.
- Return to FedTraveler.com login, and use your Member ID and temporary PIN.
- Continue to Traveler Profile Setup below once logged into FedTraveler.com with your temporary PIN.

❖ TRAVELER PROFILE SETUP

- Make updates to your Personal Information including name, address, phone number, and default airport code. (Note that San Jose = SJC, San Francisco = SFO, and Oakland = OAK.)

Personal Information:		225-11-0000
* First/MI/Last Name	SHARON [] TESTER	
* Home Street	100 MAIN ST	
* City/State/Zip/Country	WASHINGTON DC 20001 USA	
* Home Phone	(202) 555-XXXX	
Default Airport Code	IAD	

All items with the * are required!

- Click **Next** in the left hand column to continue.

Do **NOT** complete any financial information when prompted (graphic on next page).

Financial Information:

Bank Name: _____

Bank Street: _____

Bank City/State/Zip: _____ AL _____

ABA Routing Nbr: _____

Bank Number: _____

Account Type: ☒ CHECKING ☐ _____

Account Number: _____

Web Address: _____ (Exp. <http://www.pncbank.com>)

- Click **Next** in the left hand column to continue.

The Employment Information page is displayed.

- Review the information for accuracy.
- If desired, enter alternate personal e-mail address (e.g. yourname@hotmail.com) but be aware that this e-mail address will receive all notifications in addition to your primary e-mail address.
- It is not required to fill out "Employee Type" and "Security Clearance."
- Do not click to block incoming e-mail messages.

Employment Information

Job Title: _____

Office Address: _____ Room Number: _____

Office City/State/Zip: _____ AK _____

Office Phone: 0000000000 Office Ext: _____ Office Fax: _____

Employee Type: _____ Security Clearance: None

E-Mail Address: sharon.homer@eds.com

Alternate E-Mail Address: _____

☐ Click here if this is an invitational traveler.

☐ Click here to block incoming email messages from FedTraveler.com.

*** All items with the * are required ***

- Click **Next** in the left hand column to continue.

The Credit Card Information page is displayed.

- NOTE:** If you are an approver or fund certifier, your credit card information will likely be pre-populated in **Existing Credit Cards** at bottom. Confirm the data before continuing.
- A valid Travel Credit Card is required. Add information as requested.
- You must check only Lodging and Vehicle because Flight and Rail will now be charged to the Centrally Billed Account (CBA).
- Click the Submit button. Your card info will be added to **Existing Credit Cards** at bottom.

New User

Click the links below to access the User Credit Card record to Update or Delete.

User Credit Card Information

Name on Credit Card: _____

Account Number: _____

Credit Card Type: Select a Credit Card Type

Expiration Date (mm/yyyy): _____

Credit Card Category: Select a Credit Card Category

Indicate document credit card is used for:

☐ Flight ☐ Rail ☐ Lodging ☐ Vehicle

Existing Credit Cards

[View Existing Credit Cards](#) [Click to Manage](#)

[1314 -> 12/31/2008 -> Individually Billed Account](#)

- Click **Next** in the left hand column to continue.

The temporary PIN is now changed to your preferred secure PIN that you selected prior to logging in:

- Enter the temporary PIN in the old PIN field and create/confirm the new PIN.
- Answer the two Security Questions needed to refresh your PIN at a later date using the "Forgot Your PIN?" link on the FedTraveler.com homepage.
- Click the Click here to save profile button.

❖ UPDATE TRAVEL PREFERENCES

- You can enter and store travel preferences and frequent Traveler membership information in the My Travel Profile pages of FedTraveler.com.
- Click **Access / Update User Profile Travel Preferences** on the Organizer page.

Organizer

Welcome BRENT. February 19, 2009

My Approval Desktop

You have 4 document(s) for approval. [Go to My Approval Desktop](#)

My Travel Desktop

You have 0 document(s). [Go to My Travel Desktop](#)

You have 0 returned document(s). Use this link to request, access, and modify travel plan authorizations and expense vouchers.

My Travel Profile

[Access / Update User Profile and Travel Preferences](#)

Help and Support

- [FedTraveler.com Support Center](#)
- [Refresher Web-Based Training \(WBTL\) Course for Approvers](#)
- [Refresher Web-Based Training \(WBTL\) Course for Travelers](#)
- [Latest Traveler News & System Enhancement Announcements](#)

- The first page to open is the Personal Information page where you will find the Profile Management menu in the left-hand column.
- Click on Travel Preferences.

Personal Information

Financial Information

Employment Information

Credit Card Information

[Travel Preferences](#)

Save Profile

Change PIN

Organizer

- The subsequent screens allow for travel preferences to be recorded including airline frequent flyer numbers, rental car and hotel preferences, passport numbers, and an emergency contact. (Note: This

information will not be visible to the travel preparers, however the online travel system will pull information automatically to try to include your preferences. To make a request for a particular airline or hotel, please note it on your Travel Request Worksheet.)

Airline	Rental Car	Hotel	My Travel Info
Airline Name	Frequent Flyer Number		Action
Only upto 8 airline frequent flyer programs are allowed.			Add Airline
Airline Seating Preference:	No Preference		
Airline Meal Preference:	No Preference		

Save Preferences

- To save your entries, click the **Save Preferences** button.

❖ SIGN AN EXPENSE REPORT

- Following travel, submit a copy of receipts (airfare, hotel, car, and anything else over \$75) to the ARC Central Travel Office via fax (650-604-6082), mail (MS 203-14), or scan (ARC-CTO@mail.nasa.gov).
 - Per Federal Travel Regulations, travelers are required to retain receipts for 6 years, 3 months.
- The expense report is created by a Central Travel Office Preparer and notification will be sent to the traveler to indicate when to log in to FedTraveler.com to sign the expense report.
- Open an expense report to sign by going to **My Travel Desktop**.

- Select the radio button for the expense report that needs to be signed. The status will be **On Hold**.
- You may click **Document Control Options** to first select options to "Print" or view a "Summary" of

the document. (Summary image is shown in the next column.) Click **Back** to continue.

- Ensure the radio button for the expense report to be signed is still selected. Click **Open Document**.
- Click **Complete Report** at the top left to continue.

- Select **Submit Document** in the next screen to sign the report. A confirmation dialog box will appear that must be accepted.

- Once the expense report is submitted, your **My Travel Desktop** page is displayed, showing the Expense Report with a status of **Under Review**.

❖ FEDTRAVELER.COM DOMESTIC TRAVEL PROCESS

1. Traveler/Admin initiates travel by obtaining the *Travel Request Worksheet* (TRW) from <http://cfo.arc.nasa.gov/travel.html> and submitting it to ARC-CTO@mail.nasa.gov following these guidelines:
 - E-mail subject line: Org Code – Date – Traveler Name
(example: Code CS – 041709 – J. Doe)
 - Send the e-mail with “High Priority” (!) if travel is within 48 hours
 - Note: Travel within 24 hours is considered emergency travel and travelers should contact EDS (Electronic Data Systems, vendor for FedTraveler.com) at 1-888-353-5873
2. Central Travel Office (CTO) reviews TRW and returns it if traveler name, trip dates, location or accounting information is missing.
3. Once TRW contains all necessary information, CTO Preparer prepares Travel Authorization and books reservations.
4. Traveler receives e-mail from FedTraveler.com with link to view itinerary.
5. CTO Preparer sends an email to the Traveler and Admin, if applicable, requesting confirmation of the itinerary within 48 hours.
6. Traveler or Admin contacts CTO Preparer to confirm the planned itinerary.
7. CTO Preparer submits Travel Authorization for approval.
8. Approvals are made by Fund Certifiers and Approvers.
9. Traveler receives e-mail from FedTraveler.com with itinerary and travel information prior to travel.
10. Travel takes place.
11. Within five days of travel completion, traveler submits the *Expense Report Worksheet* from <http://cfo.arc.nasa.gov/travel.html> to ARC-CTO@mail.nasa.gov along with receipts as **one package** to ARC Central Travel Office via **fax** (650-604-6082), **mail** (MS 203-14), or **scan** (ARC-CTO@mail.nasa.gov).
 - E-mail subject line: Org Code – Date - Traveler Name
(example: Code CS – 041709 - J. Doe)
 - Copies of receipts over \$75 (including all airfare, hotel, and rental car receipts regardless of cost) are to be submitted.
 - All original receipts should be retained by the traveler for 6 years and 3 months per US Federal Travel Regulations.
12. CTO Preparer creates the expense report.
13. CTO Preparer e-mails the traveler to indicate that an expense report is ready for review.
14. Traveler logs in to <https://www.fedtraveler.com> to review and electronically sign the expense report.
15. Expense report undergoes approvals by Fund Certifier and Supervisor followed by processing by the NSSC.
16. Traveler receives reimbursement from the NSSC.